

Instructions for Retiring a Non-Capitalized Asset*

- Log into PeopleSoft Financials with your ID/Password.
- Within the left hand menu, select “Asset Management”.
- Within that menu select “Asset Management Home”.
- Click on the link for “Financial Asset Management”.
- Click on the link for “Asset Retirements”.
- Enter the asset ID or tag number of the asset to be retired.
- Click the search button.
- Click the retire button.
- Select the appropriate status code from the drop down menus of disposal codes as well as transaction codes. Both codes must be the same.
- Click Save.

*These instructions are only for Non Capitalized Assets. Only Asset Management may retire Capitalized Assets.